The meeting of the State Board of Embalmers and Funeral Directors was called to order on December 12, 2018 by Gary Fraker, chairman at 8:20 a.m.

Roll Call
Board Members Present
Scott Meierhoffer, Vice Chairman
James Reinhard, Secretary
Kenneth McGhee, Board Member
Andrew Moore, Board Member

Board Members Absent
Vacant, Public Member
Gary Fraker, Chairman

Staff Present
Lori Hayes, Executive Director
Teri Forck, Administrative Assistant
Sharon Euler, Division Counsel

The order of the items reflected in these minutes is not necessarily reflective of the order in which the items were reviewed and discussed by the board.

Approval of Agenda
A motion was made by James Reinhard and seconded by Kenneth McGhee to approve the agenda. Motion carried with Scott Meierhoffer and Andrew Moore voting in favor with no votes in opposition. Gary Fraker was not present.

Move to Closed
A motion was made by James Reinhard and seconded by Andrew Moore to move into closed session pursuant to #1, 2, 7, and 9 of the attached motions to close. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition.

Roll Call – Return to Open
Scott Meierhoffer performed roll call. Present were Scott Meierhoffer, James Reinhard, Kenneth McGhee and Andrew Moore.

Discipline Hearing – Ashton A Jones Funeral Directors Inc
A discipline hearing was held and Diana Carter with Brydon, Swearengen and England represented the board. Sharon Euler served as the hearing advisor to the board. Mr. Jones was not present and no one appeared on his behalf.
Probation Violation Hearing – Sondra Shipman
A probation violation hearing was held and Diana Carter with Brydon, Swearengen and England represented the board. Ryan Taylor with the Attorney General’s office served as Hearing Advisor. Ms. Shipman was not present and no one appeared on her behalf.

Probation Violation Hearing – Derek Shipman
A probation violation hearing was held and Diana Carter with Brydon, Swearengen and England represented the board. Ryan Taylor with the Attorney General’s office served as Hearing Advisor. Mr. Shipman was not present and no one appeared on his behalf.

Probation Violation Hearing – Shipman Funeral Home
A probation violation hearing was held and Diana Carter with Brydon, Swearengen and England represented the board. Ryan Taylor with the Attorney General’s office served as Hearing Advisor. Ms. Shipman was not present and no one appeared on her behalf.

Presentation of Plaques to Past Member/s Recognizing Prior Service
Jerald Dickey was not present to receive a plaque recognizing his service to the board.

Acknowledgement and Recognition of Newly Licensed Embalmers and Funeral Directors
Scott Meierhoffer acknowledged the newly licensed individuals and congratulated them on their licensure. The remainder of the board also extended congratulations.

Approval of Open Minutes (approval of the Financial Examination Committee Minutes ratifies its actions)
A motion was made by James Reinhard and seconded by Kenneth McGhee to approve the following minutes with the exception of the minutes for August 6, 2018:

- June 13-14, 2018 Board Meeting
- July 11, 2018 Conference Call
- August 5, 2018 Conference Call
- August 7, 2018 Exam Meeting Call
- August 8, 2018 Conference Call
- September 12, 2018 Board Meeting Call
- September 14, 2018 Mail Ballot
- October 4, 2018 Exam Meeting Call

Executive Director Report
The Executive Director discussed the financial report.

The Executive Director provided a renewal update regarding preneed licenses.

The Executive Director discussed providing outreach to schools and assisting in providing informational meetings to students/potential licensees. A motion was made by James Reinhard and seconded by Andrew Moore to approve that the Executive Director execute a plan to provide mortuary school outreach. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition. Gary Fraker was not present.

A motion was made by James Reinhard and seconded by Andrew Moore to approve the board staff creating instructional videos and seminars. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition. Gary Fraker was not present.

A motion was made by Kenneth McGhee and seconded by James Reinhard to look into video conferencing
as an option for future meetings. Motion carried with Andrew Moore and Scott Meierhoffer voting in favor with no votes in opposition. Gary Fraker was not present.

The Executive Director shared an email received regarding St. Louis Community College seeking information on adding an embalming lab. A motion was made by Kenneth McGhee and seconded by James Reinhard to send information regarding licensure requirements. Motion carried with Scott Meierhoffer and Andrew Moore voting in favor with no votes in opposition. Gary Fraker was not present.

Review of Financial Examination Process/Scope, Financial Examination Procedure Handbook – A motion was made by James Reinhard and seconded by Kenneth McGhee to continue with Phase 2 as previously directed and to direct staff to work on formulating steps with a committee for moving towards sampling in Phase 3. Motion carried with Scott Meierhoffer and Andrew Moore voting in favor with no votes in opposition. Gary Fraker was not present.

A motion was made by Andrew Moore and seconded by James Reinhard to invite a statistical person to the March meeting to discuss sampling. Motion carried with Scott Meierhoffer and Kenneth McGhee voting in favor with no votes in opposition. Gary Fraker was not present.

Review of Revised Proposed Rule Changes – Per Legal Counsel / Statutory Authority - A motion was made by Andrew Moore and seconded by James Reinhard to withdraw the change for 20 CSR 2120-3.105.1 (G) and 20 CSR 2120-3.505. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition. Gary Fraker was not present.

Election of Officers - A motion was made by James Reinhard and seconded by Andrew Moore to nominate Scott Meierhoffer for Chairman. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition. Gary Fraker was not present.

A motion was made by James Reinhard and seconded by Scott Meierhoffer to nominate Andrew Moore for Vice-Chairman. Motion carried with Kenneth McGhee and Andrew Moore voting in favor with no votes in opposition. Gary Fraker was not present.

A motion was made by James Reinhard and seconded by Scott Meierhoffer to nominate Gary Fraker for Secretary. Motion carried with Kenneth McGhee and Andrew Moore voting in favor with no votes in opposition. Gary Fraker was not present.

Discussion of Future Meeting Dates
Future meeting dates were discussed and meetings were suggested for March 20-21, 2019 in St. Louis and June 19-20, 2019 in Jefferson City.

Move to Closed
A motion was made by James Reinhard and seconded by Andrew Moore to move into closed session pursuant to #1, 2, 4, 5, 7, 8, and 9 of the attached motions to close. Motion carried with Kenneth McGhee and Scott Meierhoffer voting in favor with no votes in opposition.

Roll Call – Return to Open
Scott Meierhoffer performed roll call. Present were Scott Meierhoffer, James Reinhard, Kenneth McGhee and Andrew Moore.

Adjournment
A motion was made by Andrew Moore and seconded by James Reinhard to adjourn at 3:58p.m. on December 12, 2018. Motion carried with Scott Meierhoffer and Kenneth McGhee voting in favor with no votes.
in opposition.

Executive Director

Approved by the board on 4/19/19
MOTIONS TO GO INTO CLOSED SESSION

1. **DISCIPLINE**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline.

2. **LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

3. **PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency.

4. **DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees.

5. **EXAMINATION MATERIALS**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials.

6. **EMPLOYEE PERFORMANCE RATINGS**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees.

7. **APPLICATIONS**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure.

8. **CLOSED MINUTES**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings.

9. **COMPLAINTS/INVESTIGATIVE REPORTS/AUDITS**
   I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 324.001.8 and 324.017 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant.

Revised 2018-01